



UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 5060.76E

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MAR 28 2002

DEPOT ORDER 5060.76E

From: Commanding General
To: Distribution List

Subj: OBSERVANCE OF THE MARINE CORPS BIRTHDAY

1. Situation. Annually, MCRD San Diego conducts various birthday balls to celebrate the founding of the Marine Corps.

2. Cancellation. DepO 5060.76D

3. Mission. To publish information and assign responsibilities for MCRD San Diego Marine Corps Birthday Balls.

4. Execution. Commander's Intent and Concept of Operations.

a. Commanding Officers, 8th, 9th, 12th Marine Corps Districts and Weapons and Field Training Battalion. Organize and conduct a Marine Corps Birthday Ball celebration for the members of your command.

b. Commanding Officer, Headquarters and Service Battalion. Headquarters and Service Battalion is responsible for organizing and conducting an Officers' Ball, Staff Noncommissioned Officers' Ball, and Enlisted Ball (private through sergeant) for the Marines assigned to the Recruit Training Regiment and Headquarters and Service Battalion.

(1) Depot Birthday Ball Coordinator. Monitor coordination, planning and execution of all birthday balls and related activities.

(a) Ensure preparation of a 5060 series Depot Bulletin to designate chairpersons and assign responsibilities for birthday ball committees.

(b) Direct the activities of Depot agencies and commands, only as necessary to accomplish birthday ball activities.

(2) Act as Chairman of the Officers' Ball Committee.

c. Commanding Officer, Recruit Training Regiment. Designate, in writing, representatives for each ball committee and provide list to the Commanding Officer, Headquarters and Service Battalion.

d. Assistant Chief of Staff, Marine Corps Community Services

(1) Provide nonappropriated fund contracting and purchasing support for the Birthday Ball Committee.

(2) Provide accounting support.

(3) Banking Services Support

(a) Ensure the deposit and safekeeping of private funds and revenue from fundraising events.

(b) Issue checks at the direction of the Birthday Ball Committee.

(4) Budget funds to support birthday balls.


(5) Provide accounting and sales support to Birthday Ball Committee fundraising activities.

5. Administration and Logistics. No member of any Birthday Ball Committee is authorized to obligate the expenditure of government appropriated or Nonappropriated funds. Expenditures of funds administered by MCCS, which are derived from ticket sales and birthday ball fundraising activities is authorized.

6. Command and Signal

a. Command. This Order pertains to all personnel at Marine Corps Recruit Depot, San Diego and the Western Recruiting Region.

b. Signal. This Order is effective on the date signed.


T. W. SPENCER
Chief of Staff

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